



**COMPTROLLER OF PUBLIC ACCOUNTS (CPA)  
APPLICATION FOR STATE CERTIFICATION  
CERTIFIED TEXAS PURCHASER (CTP)  
CERTIFIED TEXAS PROCUREMENT MANAGER (CTPM)**

EMPLOYMENT INFORMATION: *Name listed here will appear on your CTP/CTPM certificate.*

**(First)**

**(Middle)**

**(Last)**

Name: \_\_\_\_\_

Agency Telephone: \_\_\_\_\_ Agency E-mail Address: \_\_\_\_\_

Agency Name: \_\_\_\_\_ Agency Number: \_\_\_\_\_

Agency Mailing Address: \_\_\_\_\_

Agency City/State/Zip Code: \_\_\_\_\_

COURSE REQUIREMENTS: Provide date (mm/dd/yy) when you completed required courses:

Tx. Gov't. Basic Public Purchasing (BPP) \_\_\_\_/\_\_\_\_/\_\_\_\_ Tx. Gov't. Advanced Public Purchasing (APP) \_\_\_\_/\_\_\_\_/\_\_\_\_  
Cost vs. Market, Contract Negotiations & Contract Administration (CNC) \_\_\_\_/\_\_\_\_/\_\_\_\_

CPA TEXAS PROCUREMENT CERTIFICATION TRAINING \_\_\_\_/\_\_\_\_/\_\_\_\_

Check Registration History at: <https://cmlreg.cpa.state.tx.us/reg/index.cfm>

I (APPLICANT) ATTEST THAT ALL INFORMATION AND ATTACHMENTS ARE TRUE AND CORRECT – I FURTHER ACKNOWLEDGE THAT:

***I attest*** that all information, dates and attachments are true and correct. I further acknowledge that all required training provided by CPA has been completed and that I have passed CPA's certification exam. My signature acknowledges that I will follow applicable Texas state statutes, rules and state ethics policies. I acknowledge that the issued certificate has an expiration date and will require completion of 80 continuing education hours to renew my certification. For more renewal information visit CPA's Training & Certification website at: <http://www.window.state.tx.us/procurement/prog/training-cert/cmt/certification/renewing-your-certification/>

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please email or fax this information to the Training and Certification Program  
Email Address: [ctp@cpa.texas.gov](mailto:ctp@cpa.texas.gov)  
Fax #: (512) 475-0711

For certification questions e-mail: [ctp@cpa.texas.gov](mailto:ctp@cpa.texas.gov) or call (512) 463-5355



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VERIFICATION: Please have your Human Resources department, Division Director or Division Manager sign the application.

Employee Name: \_\_\_\_\_ Current Agency: \_\_\_\_\_

- ☐ Certified Texas Purchaser (CTP): Must have **one (1) year of purchasing experience**
- ☐ Certified Texas Procurement Manager (CTPM): Must have **three (3) years of purchasing experience**

**Procurement experience:** You must have performed actual functional duties in procuring goods and services.

Purchasing functions – The development of specifications, receipt and processing of requisitions, review of specifications, advertising for bids, bid evaluation, award of contracts, and inspection of merchandise received. The term does not include invoice, audit, or contract administration functions.

**I (Verifier) attest that this employee meets the requirements and experience for the checked certification above by having \_\_\_\_year(s) \_\_\_\_months of procurement experience to apply for certification pursuant to Gov't Code §2155.078.**

☐ Hired based on previous procurement experience: \_\_\_\_years \_\_\_\_months

☐ Procurement experience at current employment: \_\_\_\_years \_\_\_\_months

**Verified by** (*please check one*):

Agency Human Resources \_\_\_\_\_ Division Director \_\_\_\_\_ Division Manager \_\_\_\_\_

\_\_\_\_\_  
Signature of Verifier

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Phone #